

Queries for Finding Transactions with Errors

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Presenters

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Topics

- Typical reasons why your project-related transactions get errors
- How to identify those transactions with queries
- What to do about the errors you find
- Resources for working with errors and queries

Reminder: What happens to transactions at month end

For this transaction...	This happens at end of month ...
Campus journal	Accounting Services deletes them if they're not fully approved.
Vouchers	Accounting Services rolls them forward to the next month. Campus vouchers will be automatically deleted if not submitted or approved for 30 days. Denied campus vouchers will be deleted after 90 days. PO vouchers are not deleted.
Requisitions and purchase orders	Requisitions are posted in the month they are processed in (which can be a future month).
Purchase orders	POs are posted in the month they are processed in (which can be a future month).

Types of Errors

Edit Errors

- Edit process occurs before budget checking
- Invalid chartfield strings
- Chartfield string missing a chartfield, like account on a voucher or the source on a campus journal
- Matching errors, like no receipts for a voucher or an invoice line not matching a PO line

Budget Errors

Even with correct chartfield string, you can still get errors during budget checking...

- Transaction exceeds budget and is over tolerance
- No budget exists
- The budget is closed for the chartfield string
- Budget date is out of bounds – trying to process a transaction before or after the close of the budget period for the project

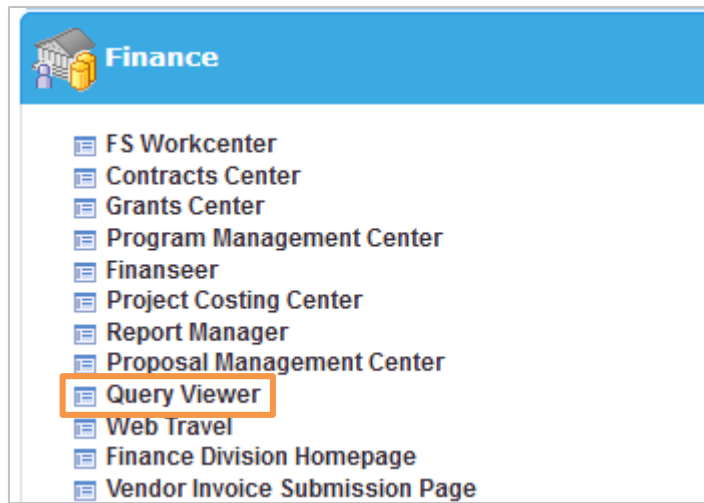
Unposted for Any Reason

- These queries find vouchers, budget journals, and campus journals in unposted status
- If you've ruled out edit errors and budget errors, transactions may show here because they are still in approvals

The Queries

Where are the queries?

- Located in ConnectCarolina
- Most of the queries available to campus users, though some require enhanced reporting access



A Few of the Queries

Transactions	Query
Purchase Requisitions	NC_EP_REQ_STATUS
Purchase Orders	NC_PO_EDIT_ERRORS NC_KK_ERRORS_PO_DEPT
Vouchers	NC_AP_EDIT_ERRORS_VOUCHERS_DPT NC_KK_ERRORS_VOUCHERS_DEPT
Campus Journals	NC_GL_JOURNAL_EDIT_ERRORS_DEPT NC_KK_ERRORS_JOURNALS_DEPT

Edit Error Example

- Query: NC_AP_EDIT_ERRORS_VOUCHERS_DPT

	A	B	C	D	E
1	Voucher	Origin	Job ID	Field Name	Msg Parm3
2	51289113	DIS	AP_MATCH	100	No receipts found
3	51287123	DIS	AP_MATCH	100	No receipts found
4	51287205	DIS	AP_MATCH	100	No receipts found
5	51252338	DIS	AP_MATCH	270	Line amount not = recv line amt with PO amt tol
6	51289253	CMP	Online	CHARTFIELD1	ACCOUNT/ CLASS_FLD/ DEPTID/ FU
7	51289279	CMP	Online	CHARTFIELD1	ACCOUNT/ CLASS_FLD/ DEPTID/ FU

F	G	H	I	J	K	L
Dept	Acctg Date	User	Invoice	Inv Date	Entered	PO No.
888888	12/14/2017	onyen	113017	11/30/2017	12/14/2017	Y18TLW0034
888888	12/13/2017	onyen	41051	11/27/2017	12/13/2017	Y18SAG0276
888888	12/13/2017	onyen	685852	11/14/2017	12/13/2017	Y18SAG0272
888888	12/1/2017	onyen	6800056383	10/28/2017	11/10/2017	Y18DSP0147
888888	12/14/2017	onyen	115086	11/17/2017	12/14/2017	
888888	12/14/2017	onyen	2521	11/21/2017	12/14/2017	

Understanding Edit Errors Quick Reference



Voucher Matching and Error Troubleshooting Query

Use this query to identify your department's vouchers that are held up with errors. The report results, along with the information below, help you identify the nature of the voucher errors and the path resolution.

Main Menu > Finance Menu > Reporting Tools > Query > Query Viewer

- 1.) Search by query name **NC_AP_EDIT_ERRORS_VOUCHERS_DPT**.
- 2.) Click on the Run to **HTML** or **Excel** link.
- 3.) Enter the Unit (**uncch** or **uncga**) and Dept # then click the **Results** button to run the report. For the Dept# prompt you can use the % wildcard. For example, "65%" returns all departments that start with 65 and 6511% returns all departments that start with 6511.

Errors:	Issue and resolution
ACCOUNT / ... CLASS_FLD / ... FUND CODE / ...	These errors indicate invalid chartfield combinations or missing chartfield entries. You can use the chartfields listed in the error message to focus your analysis when resolving issues. In most cases, the resolution to these errors is to fix the chartfields in the voucher.

Job ID /Field	Error Description	Resolution
AP_MATCH / 100	No Receipts Found. No available receipts were found for the purchase order specified on the voucher line.	Enter receipt or, if voucher is for a PO that originated in FRS, send email to frs_receiving@unc.edu with all necessary details to enter the receipt.
AP_MATCH / 250	Line amount not = PO line amt with PO amt tol. The voucher line amount is not equal to the PO line amount, with the PO amount tolerance included.	Enter requisition for change order to add money to PO line.
AP_MATCH / 260	Line amount not = PO line amt with PO % tol. The voucher line amount is not equal to the PO line amount, with the PO percentage tolerance included.	Enter requisition for change order to add money to PO line.
AP_MATCH / 270	Line amount not = recv line amt with PO amt tol. The voucher line amount is not equal to the Received line amount, with the PO amount tolerance included.	If receipt was entered correctly, enter a requisition for change order to add money to PO line. If receipt had a typo or transposition, correct receipt.
AP_MATCH / 280	Line amount not = recv line amt with PO % tol. The voucher line amount is not equal to the Received line amount, with the PO percentage tolerance included.	If receipt was entered correctly, enter a requisition for change order to add money to PO line. If receipt had a typo or transposition, correct receipt.
AP_MATCH / 340	LTD vchr amt greater than PO amt. The current voucher line amount plus the previously matched voucher line amounts, if any, are greater than the PO line schedule amount (set up by quantity).	Enter requisition for change order to add money to PO line.
AP_MATCH / 350	LTD vchr amt greater than PO amt. The current voucher line amount plus the previously matched voucher line amounts, if any, are greater than the PO line schedule amount (set up by dollar amount).	Enter requisition for change order to add money to PO line.
AP_MATCH / S111	Credit Adjustment Amount > PO Matched Amount	Enter HelpDesk Remedy ticket and assign to Procurement team.
AP_MATCH / S210	Invalid PO Status. The PO associated with the voucher does not have a valid status.	Contact Buyer to fix PO.



Budget Error Example

- Query: NC_KK_ERRORS_VOUCHERS_DEPT

	A	B	C	D	E	F
1	Voucher ID	Amount	Exception Type	Exception Description	Project ID	Project Start Date
2	51165867	384.000	E6	Budget Date out of Bounds	5108198	5/12/2017
3	51170854	13300.000	E6	Budget Date out of Bounds	5033778	9/19/2013
4	51196935	9.300	E2	No Budget Exists	5106731	2/1/2017
5	51242837	85.540	E1	Exceeds Budget Tolerance	5031219	4/1/2011
6	51242837	85.540	E6	Budget Date out of Bounds	5031219	4/1/2011
7	51244693	52.000	E1	Exceeds Budget Tolerance	5102444	5/1/2015
8	51244693	149.850	E1	Exceeds Budget Tolerance	5102444	5/1/2015

G	H	I	J	K
Project End Date	KK End Date	Invoice Date	User	Invoice ID
7/31/2017	8/20/2017	6/30/2017	onyen	N170700829
6/30/2016	9/14/2016	8/21/2017	onyen	4312914
1/31/2022	4/16/2022	5/10/2017	onyen	1595009052017
3/31/2016	6/14/2016	3/8/2016	onyen	901267713
3/31/2016	6/14/2016	3/8/2016	onyen	901267713
4/30/2020	7/14/2020	11/3/2017	onyen	T672293_ER_0000046292
4/30/2020	7/14/2020	11/3/2017	onyen	T672293_ER_0000046292

Understanding Budget Errors

Connect
CAROLINA

Common Budget
Check Exceptions

Most Common

Error	Description	Possible solution
E1	Exceeds budget and is over tolerance	<p>Take one or more of the following</p> <ul style="list-style-type: none"> Reduce the dollar amount of the transaction so that it does not exceed the budget available Use a chartfield string that has sufficient budget available
E2	No budget exists	<ul style="list-style-type: none"> Use a chartfield string that has sufficient budget Enter a budget
E3	Budget closed	Enter a different chartfield string for an open budget
E6	Budget date is out of bounds Note: Only occurs with OSR projects	Enter a different chartfield string for an open budget

Exceeds budget and is over tolerance

R01/U grants can be overridden if there are additional years and funding will be coming in, or if there are other projects within award that have available budget

Budget date is out of bounds


If transaction is within the KK dates or overall award is still on going we can override or confirm with SPA that expense was incurred during the project budget period and the error can be overridden

What Do I Do Now?

What are My Options?

- Using information from the queries, find the transaction in error and try to fix it
- Is it a continuing project?
 - The Project ID may have changed
 - Check with someone or look in RAMSeS for information
- If that doesn't work, contact the OSR Help at OSRHelp@unc.edu for assistance

Take a Look in RAMSeS

 **RAMSeS** UNC-CH Proposal and Award Development




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Project Administration

Project No: **A16-1407 (Prime: 5104321)** Lead PI: [Todd Thiele](#) Project Dates: 7/01/2001 - 5/31/2018

PS Project ID Manager: [Shiqing Zhu](#) [Phillip Lee](#) [Chase Debnam](#) [Latasha Mingo](#) [Brian Sillman](#) [Charles Stewart](#) Sponsored Projects Specialist: [Jill Thomas \(50\)](#) Total Obligated : \$239,400.00

Project Title: Neuropeptide Y: Role in Ethanol Intake and Sensitivity


General Awards **PS Project IDs** Billing Personnel Proposals Subcontracts Events   

PS Project IDs for this Project

	PS Project ID Type	PS Project ID	Status	PS Project ID Use	Title	Lead Inv	Dept / Org	Total Budget
+	Prime	5104321	Active		Neuropeptide Y: Role in Ethanol Intake and Sensitivity	Todd Thiele	Psychology and Neuroscience	\$239,400.00

View 1 - 1 of 1 Page 1 of 1

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Take a Look in RAMSeS

PS Project ID Details		Closeouts	Events	Notes	Attachments	FileDragon	Email Logs
PS Project ID:	5104321 (View Subs)	Continuing PS Project ID:		<input type="text"/>			
PS Project ID Type:	Prime ▾	Old PS Project ID:		<input type="text" value="5032915"/>			
PS Project ID Use:	Select... ▾	GC Code:		<input style="border: 1px solid #ccc;" type="text" value="(1 or 8) Grant"/>			
Date Established:	<input type="text" value="05/25/2016"/> Remove Date	Organization:		<input type="text"/>			
PI:	<input type="text" value="Todd Thiele"/> 🔍	PS Vendor ID:		<input type="text"/>			
Dept:	<input type="text" value="Psychology and Neuroscience"/> 🔍	Designated Restriction:		<input style="border: 1px solid #ccc;" type="text" value="005"/>			
Budget Begin Date: *	<input type="text" value="06/01/2016"/> Remove Date	Equipment Ownership Code:		<input style="border: 1px solid #ccc;" type="text" value="03"/>			
Budget End Date: *	<input type="text" value="05/31/2018"/> Remove Date	Expanded Authority:		<input type="text" value="1: PS Project ID has expanded authority"/>			
Status:	Active ▾	Related Income PS Project ID:		<input style="border: 2px solid #add8e6;" type="text"/>			
Short Title:	<input type="text" value="Neuropeptide Y: Role in Ethanol"/>	Related Interest PS Project ID:		<input type="text"/>			
Project Title:	<input type="text" value="Neuropeptide Y: Role in Ethanol"/>	Prior Approval Code:		<input type="text" value="Select..."/>			
Sponsor Award No:	<input type="text" value="4-R01-AA013573-14"/>	PS Project ID Manager(s):		Shiqing Zhu Phillip Lee Chase Debnam Lata Sillman Charles Stewart			
Technical Report Date:	<input type="text" value="08/31/2018"/> Remove Date	Industry Funding Model:		<input type="checkbox"/>			
Final Report Date:	<input type="text" value="08/31/2018"/> Remove Date	Institutional F&A Rate:		<input type="text" value="52.00"/> %			
Animal Subjects:	<input checked="" type="checkbox"/>	Sponsor F&A Rate:		<input type="text" value="52.00"/> %			
Human Subjects:	<input type="checkbox"/>	Awarded F&A Rate: *		<input type="text" value="52.00"/> %			
PS Fund:	25210	Reason for Difference:		<input style="border: 1px solid #ccc;" type="text" value="Select..."/>			
PS Source:	49000			<small>(if Awarded and Institutional F&A Rates do not match)</small>			
PS Dept:	319100	F&A Waiver PS Project IDs:		<input type="text"/>			
PS Feed Date:	5/25/2016			<small>(comma separated list)</small>			
PS Project Type:	FED						

Resources

- Queries for Cleaning Up Transactions – Instructor Led Class
- Preparing for Year-End Close: Reviewing Open Transactions Guide - Guide
- Queries for Month-End and Year-End Close – Quick Reference Card
- Voucher Matching and Error Troubleshooting Query QRC
- Common Budget Check Exceptions QRC
- OSR Help Desk





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